



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

Grade: Band I FLSA: Exempt
Salary: \$27,597 - \$93,742 Per Annum
(Includes Locality Pay)
Position: One located in Arlington, VA
Relocation Expenses Will Not Be Paid
Open: 03/12/04 Close: 03/26/04

Writer/Editor

The United States Postal Service Office of Inspector General is seeking a highly qualified applicant to fill our Writer/Editor position. Applicant must demonstrate experience in writing reports, press releases, informational articles and other written materials. The OIG conducts investigations to prevent and detect fraud, waste, abuse and mismanagement affecting the Postal Service.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university, or four years of related professional experience
- Experience writing reports, press releases, informational articles and other written materials

DESIRABLE QUALIFICATIONS

- Advanced Academic Degree or 10 years related professional experience

EVALUATION FACTORS

- Knowledge of the principles and methods related to report writing and editing to support and achieve the agency's goals.
- Skill in preparing, editing and organizing complex information related to report writing, press releases and other correspondence
- Ability to effectively communicate, both orally and in writing, to resolve complex issues and maintain relationships

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- May require up to 25 percent travel

BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- An OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months)
- A separate, written narrative that describes specific experience (tasks and accomplishments) for each Evaluation Factor (limited to one page per factor)

NOTE

- **OPEN TO ALL SOURCES IN THE LOCAL COMMUTING AREA ONLY**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: APPLICATION submission@uspsoig.gov OR FAXED TO: (703) 248-7957**
- **MUST BE RECEIVED BY MIDNIGHT ON THE CLOSING DATE OF THE ANNOUNCEMENT**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

Job Line Number:
1-888-OIG-HIRO
1-888-644-4470
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.uspsoig.gov